



**FAIRFAX COUNTY
FIRE AND RESCUE DEPARTMENT**
4100 Chain Bridge Road
Fairfax, Virginia 22030
(703) 246-2126



Michael P. Neuhard
Fire Chief

To Whom It May Concern:

In order for the Fairfax County Fire and Rescue Department to efficiently and accurately assist you in your request for interviews, you must provide the following in a memorandum:

1. The intent or the purpose for the interview(s).

Note: Copies of reports are sometimes a valuable source of information for an incident. Requests for copies of incident reports and information from incident reports should be obtained from our Data and Information Branch. Their telephone number is (703) 246-3992.

2. Name(s) and employee ID number(s) of the personnel to be interviewed.

Note: Incident reports only indicate the employee identification numbers. You need to have this number translated to a name by the Data and Information Branch before requesting interviews.

3. Incident information (Fire and Rescue Department's 11-digit incident number, date, and location).
4. Indicate that "this information is not being obtained for the purpose of taking action against Fairfax County or any of its employees." If that is not the situation, your request must be approved through the Fairfax County Attorney's Office. Their phone number is (703) 324-2421.

Convey your request for interviews in writing via fax, (703) 273-4830, or mail to:

Captain Cheri Stroup, Operations
Fire and Rescue Department
4100 Chain Bridge Road
Fairfax, Virginia 22030

Once your request has been approved, you will be given the phone numbers of the appropriate battalion chief(s) or other named supervisor to contact. We will advise the appropriate the battalion chief(s) or supervisor of your intent to contact him or her, and that person will assist you in arranging interviews with our employees.

Interviews shall be conducted:

1. In person (not over the phone).
2. At the employee's present work location.
3. During the employee's scheduled work hours (at a time convenient to all parties).
4. With the employee's battalion chief/supervisor present.
5. The interview shall encompass only what the employee observed and *not* actions that were taken by our personnel.
6. If at any time the battalion chief/supervisor or employee feels the interview questions(s) are inappropriate, the question(s) will not be answered, and the interview will be terminated.

Requests for interviews generally take five business days to grant approval. If you have any questions, please contact Captain Cheri Stroup at (703) 246-2549, or fax your requests to (703) 273-4830.